



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

**JOB OPPORTUNITY BULLETIN: SENIOR PERSONNEL SPECIALIST**

<b>SALARY RANGE:</b>	<b>Range A: \$3,824 - \$4,788 per month*</b>  <small>*There is an annual Recruitment and Retention bonus of \$2,400 for incumbents in this classification.  *The Starting Salary shown applies to those first entering State Service. The maximum salary is typically for State Employees who meet the necessary criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
<b>TENURE/TIME BASE:</b>	<b>Permanent, Full-Time</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>Human Resources – Personnel Transactions Unit</b>
<b>FINAL FILING DATE:</b>	<b>Until Filled</b>

**DESCRIPTION OF DUTIES:** Sonoma Developmental Center has an immediate opening for a Senior Personnel Specialist. Under the direction of the Human Resources Director or Personnel Supervisor II, this is the advanced journey level position with the incumbent performing the more complex personnel transactions. Incumbents in this classification do not supervise, but may be the Lead Specialist in the Human Resources/Personnel Department. Typical duties include being the Family Medical Leave Act (FMLA) Coordinator for the facility. The Senior Personnel Specialist is the primary contact for agency supervisors and employees providing clarification of the provisions of the Department's FMLA policy. The incumbent performs a variety of duties in this area as well as coordinating and conducting training on the FMLA policy for supervisory staff. Other duties include being a liaison with agency Health and Safety officials, State Compensation Insurance Fund (SCIF) representatives and injured employees; reconciles timekeeping records; applies laws, rules, regulations and bargaining unit contract provisions concerning personnel payroll transactions; prepares and requests supplementation payroll through the certification and payroll process for all SDCs workers compensation cases; provides employees with information regarding Industrial Disability/Temporary Disability benefits within the time frame required by law; prepares and assists employees with the completion of necessary forms; maintains comprehensive Workers Compensation files; maintains a database to accurately track timely authorization and transfer of funds for the purpose of reporting the status of cases to the Human Resources Director, Health and Safety Officer, Position Control Analyst, and SCIF adjusters. The Senior Personnel Specialist notifies the Human Resources Director when an employee has been declared Permanent and Stationary; assists the employees with the completion of disability retirement forms and other options available upon Permanent Disability status; assists employees with their Health, Dental, Vision, FlexElect, CoBen, Workers' Compensation and various benefits; performs other duties as outlined in the employee duty statement upon appointment into the position.

**WHO IS ELIGIBLE TO APPLY:** Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of one of the following: Being a current or former California State Civil Service employee (lateral transfer or reinstatement) obtaining list eligibility as a result of participating in an examination for the classification and placing in a reachable rank. Per SPB Rule 250, lateral transfer applicants must meet the Minimum Qualifications as outlined in the Job Specification. The job specification and other related information may be found on the website at [www.calhr.ca.gov](http://www.calhr.ca.gov). Applicants are asked to specify the type of eligibility they possess when applying. Applications may be obtained from the Human Resources Personnel Office at the Sonoma Developmental Center or may be downloaded from the above website. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for selection interviews.

**SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:**

Sonoma Developmental Center  
Human Resources Department (Administration Building)  
P.O. Box 1493  
15000 Arnold Drive – Room #124  
Eldridge, CA 95431

(707) 938-6814 (Contact Mary Scott for questions specific to essential functions of the position. Civil Service Eligibility will be determined by the Human Resources Department at the Sonoma Developmental Center.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.